

# Non-Competitive / Interchangeable Listing

Proficiency advancement is the promotion or advancement of an employee from the entry to the full performance (proficient) level in a classification series without changing the position identification number (PIN). **NOTE:** Based on the business needs of a court or department, the position can be advertised at both or either level.

Employees that are advanced using this method must meet:

- (1) **All** the stated minimum qualifications (to include any supplemental certifications)
- (2) The nature of work depicted in the Work Summary section of the class specification.

Code	Class Title	Salary Grade	FLSA Status
2161	Finance Assistant I (DBF only)	J03	Non-exempt
2162	Finance Assistant II (DBF only)	J04	Non-exempt
1695	Grants Specialist I (Entry level)	J06	Non-exempt
1699	Grants Specialist II or Associate	J07	Non-exempt
1601	Internal Auditor I	J09	Exempt
1602	Internal Auditor II	J10	Exempt
1429	Media Developer I	J11	Exempt
1430	Media Developer II	J12	Exempt
SYA1	Systems Analyst I	T08	Exempt
SYA2	Systems Analyst II	T09	Exempt
0311	Webmaster I	J10	Exempt
0312	Webmaster II	J11	Exempt

**NOTE:** Indicated below are two classification series that can be “reclassified” if an employee is performing at a higher or greater level. These positions cannot be posted together on the same job announcement. They are separate classifications.

An employee can be “reclassified” from a **Fiscal Accounts Assistant, J4 to a Fiscal Clerk, J5** if they are performing satisfactorily above and beyond an entry-level accounting clerk role. Recommended time in position of one-year to be considered.

An employee can be “reclassified” from **Land Records Clerk, J3 to a Senior Land Records Clerk, J4** if they are performing satisfactorily above and beyond an entry-level Recordation Clerk. The work **MUST** include Recording, Indexing and Verifying of Land Record documents for at least one-year to be eligible.

The above reclassification actions must be submitted to the Class/Salary Unit via CONNECT with an updated PDQ for their review and approval. **NOTE:** Employee **MUST** have completed a probationary period in that position.

**Revised: October, 2017**